

Potential All Course Network Course Providers

2022-2023

ACN Overview

- The All Course Network (ACN) is a RIDE initiative designed to offer academic and enrichment opportunities to **PK-12 students** outside of the traditional school day. Enriching experiences with supplemental coursework help students in myriad ways-get a head start on postsecondary success, master the skills required of a lifelong learner, develop social and emotional skills, and prepare for jobs in sectors critical to Rhode Island's future prosperity.
- Providers can be Local Education Agencies (LEAs), Community-based organizations (CBOs), private colleges, public colleges through OPC and municipalities.
- Students pre-register for course selections on EnrollRI, RIDE's student and family registration system.



ACN Course Types



Work-Based Learning Courses

Hands-on learning with industry professionals

Earn High School Credit



Career Credential Courses

Results in industry recognized certificate or credential

Earn High School Credit



Dual Enrollment Courses

Courses offered by local colleges and universities

Earn High School **AND** College Credit



Advanced Placement Courses

College-level coursework culminates in AP exam

Earn High School **AND** College Credit



Enrichment Courses

A wide variety of courses to enrich a student's learning

No Credit Available



Face to Face



Blended



Fully Online

What is the RFP Process?

1. Potential Providers may submit proposals for up to fifteen (15) courses per application. All applications must be completed using the online application and budget template. Different course sections of the same course count as individual courses.
2. RIDE emails a conditional letter of approval for courses, maximum number of seats, and per pupil tuition costs. This conditional letter must be signed and returned to RIDE.
3. RIDE emails Providers a Memorandum Of Agreement (MOA) that details terms.
4. Providers email the signed MOA to RIDE. Signed MOAs must be a single PDF document. Photos and hardcopies will not be accepted.

ACN Provider Overview

1. RIDE populates EnrollRI with course details.
2. Students have a designated registration window during which they pre-register for courses. School-level points of contact must manually approve every student (school level contacts are best situated to determine which students are ready).
3. Once students are school-approved for credit-bearing courses, they are subsequently assigned a random lottery number for each course. Once the lottery is run, students and families are notified via email to login to their EnrollRI dashboards and take action on any pending seat offers.
4. Providers are able to reach out to students on their roster and courses begin.
5. Ensure proper health and safety policies and procedures are in place for students.
6. Designate a staff member to serve as the primary point of contact with RIDE, students, families, and school/district staff. This staff member's contact information will be shared publicly for the purposes of the course administration.

What are the Provider Requirements?



- Attend a mandatory orientation session provided by RIDE during each semester.
- Demonstrate equitable recruitment practices that provide access to all Rhode Island students.
- Communicate with schools, independent of RIDE and to the extent necessary, to support student registration and ensure school approval for students prior to course enrollment.
- Institute and manage an add/drop period of one week from the first day of every approved class on the ACN system. At the close of the add/drop window course rosters will be frozen in the ACN system and no additional changes will be made.
- Report attendance on the EnrollRI platform for every course by the deadline(s) outlined in the MOA.
- Submit a progress report using the RIDE template for each course, by the deadline outlined in the MOA.
- Input standardized grades (Pass, No Pass, A, B, C, D, F, or W for “Withdrawn”) within five business days of the last day of every course.
- Maintain systems of support for Differently. Abled Students (DAS) and Multilingual Learner (MLL) students in compliance with all applicable laws and regulations
- Ensure all Teachers of Record for ACN courses are Rhode Island certified educators where applicable.
- In the event of a course cancellation for any reason other than not meeting the minimum enrollment benchmark specified in the application, the course Provider is responsible for communicating with all students and families on the official course roster(s) and CC'ing ACN@ride.ri.gov within 48 hours of notifying RIDE of the cancellation.

What is the ACN Enrollment Process for Students?

- **Parent/Guardians** pre-register for courses for **K-8th Grade Students** using **EnrollRI.org**.
- **Students** pre-register for their own courses if they will be in **9th-12th grade (including current 8th graders)** for the **2022-23 school year** using **EnrollRI.org**.
- Students can **pre-register** for up to 6 courses each for the fall, spring and year-long sessions; however, each student can only **enroll** in up to the following credit-bearing courses per semester.
 - Fall: 2 courses
 - Spring: 2 courses
 - Year-long courses count as 1 course for Fall and Spring

Course Recruitment

RIDE markets the ACN through the Commissioner's field memo, social media postings, and informational sessions for families, students, and school contacts.

- ***In contrast, specific course recruitment is a Provider responsibility.***
- Providers can reach out to school members to promote credit-bearing courses. There is a school contact list on the [ACN webpage](#) under “Questions & Contact Information”
- To publicize course offerings, consider promoting online, reaching out to previous students, and other networks.
- School presentations, assemblies, advisory visits, and other school-based recruitment strategies(when possible) have also proven to be successful.

Payment Overview



Per Pupil Tuition: Per pupil allocations are determined by the Provider, subject to approval by RIDE. Costs may include but are not limited to; supplies, official transcript fees (postsecondary Providers), books, exam fees, materials, bus passes for students, snacks, meals, etc.

Administrative Fee: Administrative fees are determined by the Provider. RIDE reserves the right to negotiate this amount to meet budgetary constraints. Costs may include but are not limited to overhead, instructor stipends, building usage, fixed transportation fees, time and effort for student and family communication, etc.

Multilingual Learner (MLL)/Differently Abled Students (DAS) Invoicing: This process happens at the end of each semester. Invoices should reflect hourly and material costs, support descriptions, and any other notes to provide clarity of the request.

Payment Information: Per Pupil Tuition

- Payments are based only on students enrolled on the office course roster through EnrollRI.org. If a student is not on your EnrollRI generated roster, they are not eligible for payment reimbursement.
- RIDE will base course payments on the student attendance data submitted in EnrollRI at the end of each payment period. Specifically, **for each student** in attendance at least 80%* of the time during each payment period, RIDE will pay the agreed upon per-pupil cost divided by the number of payment periods for the course. Payment will not be issued for students with less than 80% attendance during the pay period.
 - *The following represents fiscal guidance for ACN Provider budget submissions. This guidance represents the current funding landscape (with additional federal funding) and is subject to change and negotiation during the application process.*

Postsecondary: given the complexity of offering postsecondary credit-bearing course options on the ACN, those per pupil expenses are the most expensive courses that RIDE funds.	Should not exceed \$2,000
Credit-bearing courses (Work-based learning, Career Credential, and AP classes)	Should not exceed \$1,000
Enrichment courses do not bear credit	Should not exceed \$500

*what constitutes as attendance is at the discretion of the Provider.

Payment Information: Per Pupil Tuition

- During the application process, potential Providers submit two different payment amounts:
 - The per pupil expense for each course
 - An administrative fee to ensure that Providers are able to adhere to the expectations outlined in the MOA and the workload of ACN course management.
- RIDE either accepts or negotiates these amounts and the yearly cap is formalized via MOA.
- RIDE then disperses payment during the course based on student attendance on pre-determined dates included in the MOA.

Payment example for a semester-long, Spring course on ACN

Per Pupil Cost	Max Roster & Payment	Students w/ 80%+ attendance during Payment Period #1	Payment Period 1	Students w/ 80%+ attendance during Payment Period #2	Payment Period 2	Total Per Pupil Payout
\$500	10 Ss @ \$500 each=\$5000 max	8	8*\$250=\$2000	7	7*\$250=\$1750	=\$3750

Payment Information: Administrative Fee

1. Administrative fees are determined by the Provider. RIDE reserves the right to negotiate this amount to meet budgetary constraints. Costs may include but are not limited to overhead, instructor stipends, building usage, fixed transportation fees, time and effort for student and family communication, etc.
2. The administrative fee is dispersed only once per ACN cycle (Summer, Fall, Spring) and is included in the final payment of the last semester in which Providers offer courses.

Per Pupil Cost	Max Roster & Payment	Students w/ 80%+ attendance during Payment Period #1	Payment Period 1	Students w/ 80%+ attendance during Payment Period #2	Payment Period 2	Total Per Pupil Payout	Administrative Fee	Final Payout for 2021-2022:
\$500	10 Ss @ \$500 each=\$5000 max	8	8*\$250=\$2000	7	7*\$250=\$1750	=\$3750	\$1,000	\$3750+\$1000=\$4750

Course Cancellations

RIDE strongly discourages any course cancellations and Providers are required to notify RIDE as early as possible regarding a course cancellation. Course cancellations directly impact a student's transcript, schedule, credit planning, and in some cases, their graduation options. The annual ACN course portfolio goes through extensive vetting and approval processes, and cancellations, particularly once registration has begun, have significant ramifications, including impacting a Provider's chance for future course approval on the ACN.

Scenario #1: Unmet minimum student enrollment:

As part of the application process, all Providers must notify RIDE about the minimum number of students required to run each course. At the end of the Add/Drop window **during the semester in which the course is running**, all courses that have not met the Provider-identified minimum number of students will be cancelled automatically and RIDE will notify impacted Providers and students. The administrative fee is not impacted in this scenario.

Scenario #2: All other reasons for cancelling:

A Provider's administrative fee will be impacted. In the event that a Provider is approved for a single course that is subsequently cancelled, RIDE will not pay the Provider any administrative fee. For Providers who offer more than one course, the percentage of cancelled courses will mirror the reduction in administrative fee.

- a. Example: Provider A has 9 approved courses and must cancel three of them (33.33%). Therefore, Provider A's administrative fee will be reduced by 33.33% and an MOA addendum executed.



Performance Management



1. Credit-bearing courses (this includes Dual enrollment, Career Credential, AP, and Work-based learning)
 - i. 80% credit attainment for every class. Class size and the official class roster will be determined on the last day of the Add/Drop period. 80% of students on the official class roster are expected to successfully complete the course.
 - ii. 80% of students in the class earning a “C” or higher.
2. Enrichment courses:
 - i. 80% successful completion. Class size and the official class roster will be determined on the day prior to the start of each Enrichment class. 80% of students on the official class roster are expected to successfully complete the course.
 - ii. 80% of students in the class earning a “Pass”.
3. Ensure all Teachers of Record are Rhode Island certified educators in appropriate fields (please note, Enrichment courses are not required to have a certified Teacher of Record).
4. Participate in all RIDE program monitoring and evaluation activities, including Provider interviews, surveys, and class observations.

Questions?

ACN@ride.ri.gov

[https://www.ride.ri.gov/Students
Families/EducationPrograms/All
CourseNetwork.aspx](https://www.ride.ri.gov/StudentsFamilies/EducationPrograms/AllCourseNetwork.aspx)